



BAR CODE MEDICATION ADMINISTRATION (BCMA)

TECHNICAL MANUAL/SECURITY GUIDE

Version 2.0
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BCMA V. 2.0 and This Guide

Benefits of BCMA V. 2.0



TIP:

BCMA is designed to augment, not replace, the clinical judgment of the medication administrator, or clinician.

The Bar Code Medication Administration (BCMA) V. 2.0 software is designed to improve the accuracy of the medication administration process, and to increase the efficiency of the administration documentation process. By automating this process, Veterans Affairs (VA) medical centers can expect enhanced patient safety and patient care.

As each patient wristband and medication is scanned with a bar code reader, BCMA V. 2.0 validates that the medication is ordered, timely, and in the correct dosage — as well as electronically update the patient's Medication Administration History (MAH) Report.

The electronic information that BCMA V. 2.0 provides clinicians improves their ability to administer medications safely and effectively to patients on wards during their Med Passes. Not only does BCMA V. 2.0 improve the accuracy of the medication administration process, but also the daily communication that occurs between Nursing and Pharmacy staffs.

Benefits of This Guide

This guide will help you discover the many technical and security aspects of BCMA V. 2.0. It describes implementation and maintenance features; interfaces, variables, and relationships; and security management.

Our Target Audience

We have developed this guide for members of the Automated Data Processing (ADP) group and the Information Resources Management (IRM) group who are responsible for maintaining and supporting this package.

We assume that individuals within these groups have the following experience or skills.

- Experienced with other Veterans Health Information Systems and Technology Architecture (VISTA) software
- Have worked with or will work with an Applications Package Coordinator (ADPAC) or Clinical Applications Coordinator (CAC) familiar with the medication administration process in a Veterans Affairs Medical Center (VAMC)

BCMA V. 2.0 and This Guide

Other Sources of Information



TIP:

Bookmark these sites for future reference.

Refer to the Web sites listed below when you want to receive more background and technical information about BCMA V. 2.0.

Background/Technical Information

From your Intranet, enter <http://vista.med.va.gov/bcma> in the Address field to access the BCMA Main Web page.

This Manual and Related Documentation

From your Intranet, enter <http://vista.med.va.gov/vdl> in the Address field to access this manual, and other BCMA V. 2.0 documentation listed below, from the **VISTA** Documentation Library (VDL).

- Installation Guide
- Release Notes
- GUI User Manual
- Nursing CHUI User Manual
- Pharmacy CHUI User Manual
- Manager's User Manual

Conventions Used in This Guide



TIP:

In a CHUI environment, when you press **ENTER**, instead of typing a response, the system accepts the default value shown to the left of the double slash (//) at a prompt or a field.

Before installing BCMA V. 2.0, review this section to learn the many conventions used throughout this guide.

- **Keyboard Responses:** Keys provided in **boldface**, within the copy, help you quickly identify what to press on your keyboard to perform an action. For example, when you see **ENTER** in the copy, press this key on your keyboard.
- **Mouse Responses:** Buttons provided in **boldface**, within the steps, indicate what you should click on your computer screen using the mouse. For example, when you see **NEXT**, **YES/NO**, or **OK** in the steps, click the appropriate button on your screen.
- **Screen Captures:** Provide “shaded” examples of what you will see on your computer screen, and possible user responses.
- **Notes:** Provided within the steps, describe exceptions or special cases about the information presented. They reflect the experience of our Staff, Developers, and Testers.
- **Tips:** Located in the left margin, these helpful hints are designed to help you work more efficiently with BCMA V. 2.0.
- **Menu Options:** Provided in italics. For example, You may establish Electronic Signatures Codes using the Kernel *Electronic Signature code Edit* [XUSESIG] option.

BCMA V. 2.0 and This Guide

Obtaining On-line Help

On-line help is designed right into the Graphical User Interface (GUI) and Character-based User Interface (CHUI) versions of BCMA V. 2.0, making it quick and easy for you to get answers to your questions. Here's how to access help in both versions of BCMA V. 2.0:

- **GUI BCMA:** Provides context-sensitive, on-line help and the Help menu.
 - **Context-Sensitive Help:** Place your “focus” on a feature, button, or Tab on the BCMA Virtual Due List (VDL) using the **TAB** key, and then press **F1** to receive help specific to that area of the VDL. In the case of a command, first highlight it in the Menu Bar or Right Click drop-down menu, and then press **F1**.
 - **Help Menu:** Open the Help menu, and then choose the Contents and Index command to receive help for every feature in GUI BCMA V. 2.0.
- **CHUI BCMA:** Lets you enter up to two question marks at any prompt to receive on-line help.
 - **One Question Mark:** Provides a brief statement related to the prompt.
 - **Two Question Marks:** Displays more detailed information about the prompt, plus any hidden actions.

Locating Detailed Listings

You can obtain *and* print listings about BCMA V. 2.0 routines, and Data Dictionaries using the information provided below.

Routines

Use the Kernel routine XINDEX to produce detailed listings of routines. Use the Kernel *XU First Line Print* (First Line Routine Print) option to print a list containing the first line of every PSB routine.

Data Dictionaries

The Data Dictionaries (DDs) are included in the on-line documentation for this software application. You can use the VA FileMan *List File Attributes* [DILIST] option, under the *Data Dictionary Utilities* [DI DDU] option, to print the Dictionaries.

Implementation and Maintenance

Minimum Required Packages



TIP:

BCMA V. 2.0
requires
a Master Build.

Before installing BCMA V. 2.0, make sure that your system includes the following Department of Veterans Affairs (VA) software packages and versions (those listed or higher).

The software listed is *not* included in the Master Build and must be installed for the Build to be completely functional.

Note: The Master Build provides all of the routines and patches necessary for installing BCMA V. 2.0. Patches required for other software packages are listed in the “Required Patches” section, and BCMA V. 2.0 routines are listed in the “Routines Installed” section of this guide.

Example: Minimum Required Packages and Versions

PACKAGE	MINIMUM VERSION NEEDED
Inpatient Medications	5.0
Kernel	8.0
MailMan	7.1
Nursing	4.0
Order Entry/Results Reporting	3.0
Pharmacy Data Management	1.0
RPC Broker (32-bit)	1.1
Toolkit	7.3
VA FileMan	22.0

Implementation and Maintenance

Required Patches

Before installing the BCMA V. 2.0 Master Build, make sure that the following released patches are installed.

Pharmacy Data Management V. 1.0

PSS*1*46 – requires the following patch

- PSS*1*44

Inpatient Medications V. 5.0

PSJ*5*58 – requires the following patches

- PSJ*5*24
- PSJ*5*62
- PSS*1*46 – will be installed as part of the BCMA V. 2.0 Master Build
- PSJ*5*68
- PSJ*5*69
- PSJ*5*71
- PSJ*5*75

CPRS V. 1.0

OR*3*133

RPC Broker V. 1.1

XWB*1.1*26

XWB*1.1*29

Installation Time Estimates

On average, it takes approximately one minute to install BCMA V. 2.0. This estimate was provided by one of our BCMA V. 2.0 Beta Test sites. Suggested time to install: non-peak requirement hours. PC Client users should not be accessing the Client Software.

Note: Actual times may vary, depending on how your site is using its' system resources.

Implementation and Maintenance

Resource Requirements



TIP:

The approximate size for ^PSB was calculated using a “normal” Med Pass for a Unit Dose and an IV medication order. This is only an estimated number; it serves as the “mean.”

This section summarizes the (approximate) number of resources required to install BCMA V. 2.0.

• Routines	52
• Globals	1 (^PSB)
• Files	5 (53.66-53.79)
• ^PSB Size (in bytes)	Unit Dose = 300 x # of Medications Administered IV = 2100 x # of IV Bags Administered
• FTEE Support	.2
• FTEE Maintenance	.2

Response Time Monitor

BCMA V. 2.0 does *not* include Response Time Monitor hooks.

Laptops and Bar Code Scanners

The approximate requirements for laptops and bar code scanners depend on the number of Inpatient areas, at your site, that use BCMA for administering active medication orders. The BCMA Development Team recommends that your site have a minimum of three laptops and three scanners for each ward.

Printers

Your site should provide printers for creating patient wristbands and medication bar code labels, and for handling Missing Dose Requests sent from BCMA V. 2.0 to the Pharmacy.

Unit Dose Label Printer Devices

BCMA V. 2.0 includes the *Label print* [PSBO BL] option for printing individual or batch Unit Dose bar code labels. It is specifically coded to the Zebra-brand printers using ZPL command language. Model 105SE was used in the development of the labels. Routine PSBO BL uses site-specific printers or terminals to produce labels.

IV Label Printer Devices

Inpatient Medications V. 5.0 provides an option for printing individual or batch IV bar code labels. See the section “Interfacing with the Bar Code Label Printer” in the *Inpatient Medications V. 5.0 Technical Manual/Security Guide* for detailed setup information.

Implementation and Maintenance

Files Required to Run BCMA V. 2.0



TIP:

The namespace for the BCMA package is PSB and the primary global is ^PSB.

BCMA V. 2.0 uses the following files installed on the *VISTA* Server. “Journaling” is recommended.

- ^PSB (53.66, BCMA IV Parameters
- ^PSB (53.68, BCMA Missing Dose Request
- ^PSB (53.69, BCMA Report Request
- ^PSB (53.78, BCMA Medication Variance Log
- ^PSB (53.79, BCMA Medication Log

Note: You can learn more about these files by generating a list with file attributes using VA FileMan.

Routines Installed

Review the listing below to learn the routines installed on to your site’s *VISTA* Server during the installation of BCMA V. 2.0. The first line of each routine briefly describes its general function.

Note: You can use the Kernel *XU First Line Print* (First Line Routine Print) option to print a list containing the first line of each PSB routine.

Routine Mapping

At this time, we do *not* offer any recommendations for routine mapping. However, if you choose to map the BCMA V. 2.0 package routines, you will need to bring your system down, and then restart it to load the new routines into memory.

Example: BCMA V. 2.0 Routines Installed on to *VISTA* Server

PSB0000	PSBALL	PSBAPIPM	PSBMD	PSBML	PSBML1	PSBMLEN	PSBMLEN1
PSBMLHS	PSBMLTS	PSBMLU	PSBMLVAL	PSBO	PSBO1	PSBOAL	PSBOBL
PSBODL	PSBODL1	PSBODO	PSBOHDR	PSBOMD	PSBOMH	PSBOMH1	PSBOMH2
PSBOML	PSBOMM	PSBOMV	PSBOPE	PSBOPI	PSBOPM	PSBOWA	PSBPAR
PSBPARIV	PSBPOIV	PSBPRN	PSBRPC	PSBRPC1	PSBRPC2	PSBRPCMO	PSBRPCXM
PSBSAGG	PSBUTL	PSBVAR	PSBVDLIV	PSBVDLPA	PSBVDLPB	PSBVDLTB	PSBVDLU1
PSBVDLU2	PSBVDLUD	PSBVDLVL	PSBVT				

Implementation and Maintenance

Items Deleted During the Install Process

This section lists the items deleted during the installation of BCMA V. 2.0.

- | | |
|-------------|-------------------------------------|
| • Files | None |
| • Options | None |
| • Routines | PSBVDL, PSBVDL1, PSBVDL2,
PSBORL |
| • Templates | None |

Implementation and Maintenance

New Site Parameters in BCMA V. 2.0



TIP:

You can define the new BCMA V. 2.0 parameters using the GUI BCMA Site Parameters application.

BCMA V. 2.0 includes two new site parameters, BCMA Idle Timeout and CPRS Med Order Button on the Parameters Tab, and the IV Parameters Tab for defining IV Functionality for your division. Each new site parameter is described in this section.

- **Parameters Tab:** The Misc Options Area of this Tab includes the BCMA Idle Timeout field and the CPRS Med Order Button check box
- **IV Parameters Tab:** Includes fields for defining IV functionality for your division

Note: After you enter your Access and Verify codes, and division number, using the GUI BCMA Site Parameters application, the BCMA Site Parameters Main Screen displays. An example of the screen is provided below.

Example: BCMA Site Parameters Main Screen with Parameters Tab Selected

The screenshot shows the 'BCMA Site Parameters' application window. The 'Parameters' tab is selected, displaying various configuration options organized into sections:

- Output Devices:** Scratch HFS Directory: ; Missing Dose Request Printer:
- Mail Groups:** General System Error: ; Due List Error: ; Missing Dose Notification: ; Auto Update Notification:
- Bar Code Options:** Default Bar Code Format: ; Default Bar Code Prefix: ; ☐ Using Robot RX
- Administration:** ☐ Require ESig to Administer Medication; ☒ Allow Multiple Admins for On-Call
- Allowable Time Limits (In Minutes):** Before Scheduled Admin Time: ; After Scheduled Admin Time: ; PRN Effectiveness Entry: ; Max Client/Server Clock Variance:
- Virtual Due List Setup:** Default Times From Now: Start Time: ; Stop Time:
- Include Schedule Types:** ☒ Continuous; ☒ One-Time; ☒ PRN; ☒ On-Call
- Misc Options:** UNC of the Auto Update Server: ; BCMA Idle Timeout: ; ☒ Enable CPRS Med Order Button

Implementation and Maintenance

New Site Parameters in BCMA V. 2.0 (cont.)

BCMA Idle Timeout

The “BCMA Idle Timeout” site parameter lets you define the number of minutes that an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA V. 2.0 will close. If the BCMA session displays a prompt, it will *not* time-out until the prompt is answered. The allowable entry for this parameter is 1 to 1440 minutes/day. The default is 30 minutes.

CPRS Med Order Link (“Hot Button”)

The “Enable CPRS Med Order Button” site parameter lets you enable or disable the Med Order Button on the BCMA VDL for your division. It provides a link to the Computerized Patient Record System (CPRS) for clinicians to electronically order, document, review, and sign verbal- and phone-type STAT and NOW (One-Time) medication orders that have been administered to patients. This feature is particularly useful in Intensive Care Units (ICU) type environments, as it helps to streamline the workflow in such a busy setting. Clinicians can access this functionality only if they hold the PSB CPRS MED BUTTON security key.

When a clinician clicks the CPRS Med Order Button on the BCMA VDL, medications are then ordered and signed using the BCMA Order Manager and CPRS Order dialog boxes. These orders are then passed to the Inpatient Medications V. 5.0 software application as “nurse-verified” expired orders with a Priority of “Done.” A Pharmacist must still verify these order types. The Provider selected during the Ordering process will receive an “alert,” requesting their electronic signature on the order.

BCMA V. 2.0 documents these order types as administered to the patient in the BCMA Medication Log Report and the MAH Report. You can also use the Reports Tab in CPRS to verify that these orders were properly documented.

On the Medication Log, the text titled “BCMA/CPRS Interface Entry,” displays opposite the order. You can edit these orders using the *Edit Medication Log* [PSB MED LOG EDIT] option in the CHUI version of BCMA V. 2.0.

Implementation and Maintenance

New Site Parameters in BCMA V. 2.0 (cont.)

IV Functionality

The IV Parameters Tab lets you configure the IV business logic that BCMA V. 2.0 will use when processing an IV medication order that has been edited with the Inpatient Medications V. 5.0 package. You can configure this option using the following hierarchy: Division and Ward.

When BCMA V. 2.0 is first installed, it automatically sets up the recommended default settings for the division and all IV types.

Note: Although the default settings are highly recommended by the BCMA Workgroup, you can still change them for your medical center (facility).

Example: IV Parameters Main Screen

BCMA Site Parameters

File Help

Facility Parameters Default Answer Lists IV Parameters

Location

Ward: ALL

IV Type

Type: Admixture

Reset IV Type

Prompts

Additive: Invalid Bag

Strength: Invalid Bag

Bottle: Invalid Bag

Solution: Invalid Bag

Volume: Invalid Bag

Infusion Rate: Warning

Med Route: Invalid Bag

Schedule: Invalid Bag

Admin Time: Invalid Bag

Remarks: Invalid Bag

Other Print Info: Warning

Provider: Invalid Bag

Start Date/Time: Invalid Bag

Stop Date/Time: Invalid Bag

Provider Comments: Invalid Bag

OK Cancel

Implementation and Maintenance

New Site Parameters in BCMA V. 2.0 (cont.)



TIP:

If you later determine that you need to use the default settings for "ALL," simply select the ward in the Ward drop-down list box, then click the **RESET IV TYPE** button. A Warning message will display, informing you that the system will revert to the default Division (ALL) settings.



TIP:

In the Example provided, the Reset IV Type button is located below the Type list box.

IV Functionality (cont.)

➤ Location Area

- "Ward" field lets you configure the IV parameter by division (ALL) or by an individual ward. "ALL" is the default setting for a division. This setting includes all wards.
 - A ward provided in **boldface**, in the list box, indicates that an IV parameter has been set up.
 - You may change the configuration on an individual ward basis by selecting a ward from the Ward drop-down list box, then making selections from the Prompts section, and then clicking **OK** to accept the changes.

Example: Ward Drop-Down List Box for Location Area

The screenshot shows the "BCMA Site Parameters" dialog box with the "IV Parameters" tab selected. The "Location" section has a "Ward" dropdown menu with "ALL" selected. Below it, a list box shows the following options: "ALL", "2-INTERMED", "3 NORTH GU", "3 NORTH SURG", "3E NORTH", "3EN", "3ES", and "4D". The "IV Type" section has a "Type" dropdown menu with "3E NORTH" selected. The "Prompts" section contains several dropdown menus: "Additive", "Strength", "Bottle", "Solution", "Volume", "Infusion Rate", "Med Route", "Schedule", "Admin Time", "Remarks", "Other Print Info", "Provider", "Start Date/Time", "Stop Date/Time", and "Provider Comments". Most of these are set to "Invalid Bag", while "Infusion Rate" and "Other Print Info" are set to "Warning". At the bottom right are "OK" and "Cancel" buttons.

Implementation and Maintenance

Defining New Site Parameters (cont.)



TIP:

In the Example provided, the Reset IV Type button is located below the Type list box.

IV Functionality (cont.)

➤ IV Type Area

- “**Type**” field lets you configure the IV parameter by IV Type. They include: Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
 - An IV Type listed in **boldface**, in the list box, is set up for the selected ward.

Example: Type Drop-Down List Box for IV Type Area

The screenshot shows the 'BCMA Site Parameters' dialog box with the 'IV Parameters' tab selected. The 'Location' section has a 'Ward' dropdown set to 'ALL'. The 'IV Type' section has a 'Type' dropdown with a list box showing the following options: 'Admixture' (bolded), 'Admixture' (normal), 'Chemotherapy' (bolded), 'Hyperal' (normal), 'Piggyback' (bolded), and 'Syringe' (bolded). The 'Prompts' section contains 14 dropdown menus: 'Additive' (Invalid Bag), 'Strength' (Invalid Bag), 'Bottle' (Invalid Bag), 'Solution' (Invalid Bag), 'Volume' (Invalid Bag), 'Infusion Rate' (Warning), 'Med Route' (Invalid Bag), 'Schedule' (Invalid Bag), 'Admin Time' (Invalid Bag), 'Remarks' (Invalid Bag), 'Other Print Info' (Warning), 'Provider' (Invalid Bag), 'Start Date/Time' (Invalid Bag), 'Stop Date/Time' (Invalid Bag), and 'Provider Comments' (Invalid Bag). At the bottom are 'OK' and 'Cancel' buttons.

Implementation and Maintenance

Defining New Site Parameters (cont.)

IV Functionality (cont.)

➤ Prompts Area

- Includes fields from the Inpatient Medications V. 5.0 IV Order Entry screen. They include the following: Additive, Strength, Bottle, Solution, Volume, Infusion Rate, Med Route, Schedule, Admin Time, Remarks, Other Print Info, Provider, Start Date/Time, Stop Date/Time, and Provider Comments.
 - Each field offers a selection of Warning, Non-Verify, and Invalid Bag.

Example: Drop-Down List Box for Additives Field

The screenshot shows the 'BCMA Site Parameters' dialog box with the 'IV Parameters' tab selected. The 'Location' section has a 'Ward' dropdown set to 'ALL'. The 'IV Type' section has a 'Type' dropdown set to 'Admixture' and a 'Reset IV Type' button. The 'Prompts' section contains 14 dropdown menus, all currently set to 'Invalid Bag': Additive, Strength, Bottle, Solution, Volume, Infusion Rate, Med Route, Schedule, Admin Time, Remarks, Other Print Info, Provider, Start Date/Time, Stop Date/Time, and Provider Comments. At the bottom are 'OK' and 'Cancel' buttons.

Field	Value
Ward	ALL
Type	Admixture
Additive	Invalid Bag
Strength	Invalid Bag
Bottle	Invalid Bag
Solution	Invalid Bag
Volume	Invalid Bag
Infusion Rate	Invalid Bag
Med Route	Invalid Bag
Schedule	Invalid Bag
Admin Time	Invalid Bag
Remarks	Invalid Bag
Other Print Info	Invalid Bag
Provider	Invalid Bag
Start Date/Time	Invalid Bag
Stop Date/Time	Invalid Bag
Provider Comments	Invalid Bag

Implementation and Maintenance

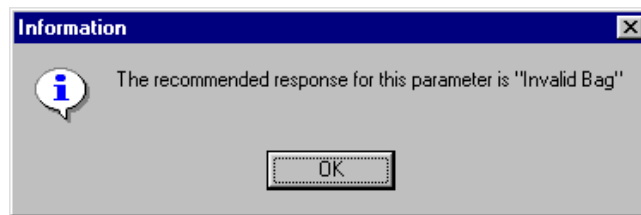
Defining New Site Parameters (cont.)

IV Functionality (cont.)

➤ Prompts Area (cont.)

Should you determine that you need to change the Prompts default settings, you will receive an Information message notifying you that your selection is *not* recommended for that particular option.

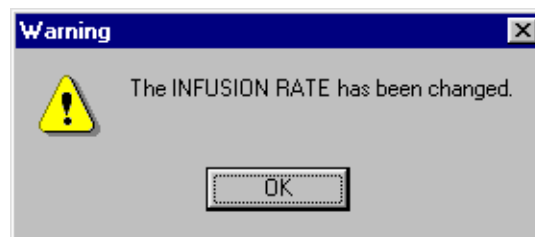
Example: Information Message When Prompts Default Settings Changed



Under the Prompts area, when a field is set to:

- **Warning**, and an order is edited in Inpatient Medications V. 5.0, the IV bags from the old order are carried to the new order and display on the BCMA VDL. When you scan the bar code on an IV bag, a Warning message alerts you about fields that have changed. GUI BCMA would then display the Scan IV dialog box so you can begin infusing the IV bag.

Example: Warning Message That Fields in Inpatient Medications V. 5.0 Changed



- **Non-Verify**, and an order is edited, the IV bags from the old order are carried to the new order and display on the BCMA VDL. When you scan a bar code on an IV bag, NO Warning message displays. The Scan IV dialog box automatically appears so you can begin infusing the IV bag.
- **Invalid Bag**, and an order is edited, the IV bags from the old order do *not* carry to the new order and do *not* display on the BCMA VDL.

Exported Options

BCMA CHUI Menus

BCMA V. 2.0 exports three main menus. They include those listed below, in the CHUI version of BCMA V. 2.0. The options for each menu are listed in this section.

- **Manager Menu:** [PSB MGR] is assigned to managers
- **Pharmacist Menu:** [PSB PHARMACY] is assigned to all Inpatient Pharmacists
- **Nurse Menu:** [PSB NURSE] is assigned to all nurses and other personnel who administer active medication orders

Manager Menu [PSB MGR]

This menu includes the following options:

- Drug File Inquiry
- Medication Administration Menu Nursing
 - Medication Administration Log Report
 - Missed Medications Report
 - Edit Medication Log
 - Ward Administration Times Report
 - Due List Report
 - PRN Effectiveness List Report
 - Enter PRN Effectiveness
 - Manual Medication Entry
 - Medication Administration History (MAH) Report
 - Missing Dose Request
 - Medication Variance Log
 - Drug File Inquiry
- Medication Administration Menu Pharmacy
 - Medication Administration Log Report
 - Missed Medications Report
 - Due List Report
 - Medication Administration History (MAH) Report
 - Missing Dose Request
 - Missing Dose Followup
 - Missing Dose Report
 - Label Print
 - Drug File Inquiry
- Reset User Parameters
- Trouble Shoot Med Log

Exported Options

BCMA CHUI Menus (cont.)

Pharmacy Medication Administration Menu [PSB PHARMACY]

This menu includes the following options:

- Medication Administration Log Report
- Missed Medications Report
- Due List Report
- Medication Administration History (MAH) Report
- Missing Dose Request
- Missing Dose Followup
- Missing Dose Report
- Label Print
- Drug File Inquiry

Nursing Medication Administration Menu [PSB NURSE]

This menu includes the following options:

- Medication Administration Log Report
- Missed Medications Report
- Edit Medication Log
- Ward Administration Times Report
- Due List Report
- PRN Effectiveness List Report
- Enter PRN Effectiveness
- Manual Medication Entry
- Medication Administration History (MAH) Report
- Missing Dose Request
- Medication Variance Log
- Drug File Inquiry

Archiving and Purging

Archive and Purge Capabilities



TIP:

Archive and purge capabilities are *not* available in BCMA V. 2.0.

BCMA V. 2.0 stores detailed information about each inpatient, at your medical center, including medications administered to them and the PRN Effectiveness (when applicable).

- **Average Unit Dose Administration:** Requires about 300 bytes of disk space
- **Average IV Administration:** Requires about 2100 bytes of disk space

Note: Although archive and purge capabilities are *not* currently available in BCMA V. 2.0, when they are, they will be consistent with the CPRS package. BCMA V. 2.0 will offer this feature once it is made available in CPRS.

Security Features

Defining Mail Groups in BCMA

In BCMA V. 2.0, you can define four “Mail Groups” for notifying Pharmacy, IRM, and other internal staff about errors, Missing Dose Requests, and Auto Update changes to PCs. This section describes how you can create mail groups, and the purpose of each group.

Creating Mail Groups for BCMA V. 2.0

Creating mail groups for BCMA V. 2.0 involves using the **VISTA** Mail Group *Enter/Edit* [XMUSER] option to set the TYPE field to PUBLIC. Once this task is accomplished, you can then use the Parameters Tab of the GUI BCMA Site Parameters application to define the mail groups that you created.

Mail Group Types in BCMA V. 2.0

This section describes the mail groups that you can define using the Parameters Tab of the GUI BCMA Site Parameters application.

- **General System Error:** Should include all IRM personnel acting in a BCMA-support capacity.
- **Due List Error:** Generates an E-mail message for any medication order that BCMA V. 2.0 *cannot* resolve for the BCMA VDL placement, and sends it to the mail group members. An example might include no administration times entered for a Continuous order.
- **Missing Dose Notification:** Generates an E-mail message for any Missing Dose Request entered using the BCMA V. 2.0 CHUI or GUI menu options. The E-mail is sent to all members of the mail group, specifically Pharmacy, as a “fail safe” even if the designated Missing Dose printer is not functioning.
- **Auto Update Notification:** Includes personnel who will receive E-mail notifications from a PC every time an Auto Update is attempted.
 - The BCMA Development Team highly recommends that this group be defined so that your IRM personnel will know that each PC was updated.
 - It is also advisable that each PC be defined with a different name, as the PC name is sent in the E-mail message. This way, when a success or failure message arrives, IRM personnel will know which PC generated the message.

Security Features

Assigning Menus to Users

Use this section to assign menus to BCMA V. 2.0 CHUI and GUI users, if they have *not* already been assigned.

CHUI Version

Refer to this section for BCMA V. 2.0 CHUI menu assignments.

- **PSB MGR:** assign to a manager
- **PSB PHARMACY:** assign to all Inpatient Pharmacists
- **PSB NURSE:** assign to all nurses and other personnel who administer active medication orders

GUI Version

Refer to this section for BCMA V. 2.0 GUI menu assignments.

- **PSB GUI CONTEXT – USER:** assign to all nurses and other personnel who administer active medication orders

Allocating Security Keys to Users

Refer to this section to allocate the following security keys to appropriate site personnel.

- **PSB MANAGER:** designates the holder as a manager
- **PSB INSTRUCTOR:** designates the holder as a nursing instructor supervising student nurses
- **PSB STUDENT:** designates the holder as a student nurse, requiring that an instructor also sign on to BCMA V. 2.0 at the same time
- **PSB CPRS MED BUTTON:** designates the holder as a nurse who can document administered verbal- and phone-type STAT and NOW (One-Time) orders using the CPRS Med Order Button on the BCMA VDL

Establishing Electronic Signature Codes

You may establish Electronic Signatures Codes using the Kernel *Electronic Signature code Edit* [XUSESIG] option.

Note: For easier access by all users, this option is tied to the Common Options, under the *User's Toolbox* [XUSERTOOLS] submenu.

Security Features

Developing a Contingency Plan



REMEMBER:

Contingency Planning is a dynamic and ever-changing process.

The National Center for Patient Safety (NCPS) developed BCMA “Healthcare Failure Mode and Effect Analysis (HFMEA™)”

Development Documents to assist VA medical centers (facilities) in structuring the analysis process for BCMA Contingency Planning. They include flow diagrams, grids, worksheets, spreadsheets, and the strengths and weaknesses of a few Contingency Plans currently in use. For example, the HFMEA grid focuses on electronic Contingency Planning, since it is anticipated that the vast majority of facilities would use this method.

The documents (“templates”) are designed to be a model for the HFMEA Team. They are *not* intended to be all-inclusive, nor can they be replicated from facility to facility, since each location may have unique physical plant and information system issues. The HFMEA Team anticipates that Facility Teams will uncover vulnerabilities unique to their own facility.

After formalized Contingency Planning occurs, additional items may surface, during the year, that your facility can incorporate into a revised plan.

Internal and External Relations

Internal Relations

This section describes options, package-wide variables, and templates within BCMA V. 2.0.

Options

You can invoke ALL options in BCMA V. 2.0 independently.

Package-Wide Variables

BCMA V. 2.0 does *not* include package-wide variables.

Templates

BCMA V. 2.0 does *not* include any templates for Sort, Input, or Print.

External Relations



TIP:

BCMA V. 2.0
requires a
Master Build.

BCMA V. 2.0 can only be run in an environment that already has several existing features, such as a standard MUMPS operating system.

It also requires the following Department of Veterans Affairs (VA) software packages (versions listed or higher) — and all current patches. Otherwise, BCMA V. 2.0 will *not* be fully functional for your users.

- | | |
|------------------------------------|------|
| • Inpatient Medications | 5.0 |
| • Kernel | 8.0 |
| • MailMan | 7.1 |
| • Nursing | 4.0 |
| • Order Entry/Results
Reporting | 3.0 |
| • Pharmacy Data
Management | 1.0 |
| • RPC Broker (32-bit) | 1.1 |
| • Toolkit | 7.3 |
| • VA FileMan | 22.0 |

Internal and External Relations

External Relations (cont.)

Callable Routines, Entry Points, and Variables

BCMA V. 2.0 includes two callable routines: PSBIPM and PSBMLHS. Each routine is described in this section, along with the entry points and variables information for each.

- **PSBIPM:** Provides information to Inpatient Medications V. 5.0 for determining the start date for a renewed order.

Example: Entry Points and Variables for PSBIPM

```
3174      NAME: DBIA3174
CUSTODIAL PACKAGE: BAR CODE MED ADMIN                      Birmingham
SUBSCRIBING PACKAGE: INPATIENT MEDICATIONS                 Birmingham
      USAGE: Private          ENTERED: AUG 31,2000
      STATUS: Active          EXPIRES:
      DURATION: Till Otherwise Agr  VERSION:
      DESCRIPTION:          TYPE: Routine
The entry point EN^PSBIPM is provided by the Bar Code Medication
Administration (BCMA) package to provide information to Inpatient
Medications to be used in determining the start date for a renewed order.

      ROUTINE: PSBIPM
      COMPONENT: $$EN
      Provides Inpatient Medications with the type, date, and status
      of a patient's last BCMA action.
      VARIABLES: Input      DFN
                  The patients internal entry number from the
                  PATIENT FILE, 2.

      VARIABLES: Input      PSBORDX
                  The pharmacy order number.
      VARIABLES: Output     PSBSTUS
                  This is the status of the last action.
      VARIABLES: Output     PSBLAST
                  A FileMan date/time. This is the date of the last
                  action.
      VARIABLES: Output     PSBADMDT
                  A FileMan date/time. This is the scheduled
                  administration time.

      KEYWORDS: PSBIPM
```

Internal and External Relations

External Relations (cont.)

Callable Routines, Entry Points, and Variables (cont.)

Review the information below to learn about the callable routine PSBMLHS and its entry points and related variables.

- **PSBMLHS:** Provides other software packages with the ability to call the BCMA Medication History Report. The report lists medications, that a patient has received, by orderable item.

Example: Entry Points and Variables for PSBMLHS

```
3459      NAME: PSB MEDICATION HISTORY REPORT
CUSTODIAL PACKAGE: BAR CODE MED ADMIN                      Birmingham
SUBSCRIBING PACKAGE:
  USAGE: Supported          ENTERED: SEP 25,2001
  STATUS: Active           EXPIRES:
  DURATION: Till Otherwise Agr  VERSION:
  DESCRIPTION:              TYPE: Routine
The purpose of this agreement is to provide other packages with the
ability to call the BCMA Medication History report. It returns a report of
medications a patient has received by orderable item.

This DBIA is for BCMA Version 2.0 only.

ROUTINE: PSBMLHS
COMPONENT: HISTORY
VARIABLES: Input          RESULTS
           The name of the array that the output is passed in.
VARIABLES: Input          DFN
           Patient IEN number.

VARIABLES: Input          PSBOI
           Orderable Item number.
KEYWORDS:  PSB
           BCMA
```

Internal and External Relations

External Relations (cont.)

Database Integration Agreements (DBIAs)

BCMA V. 2.0 has Database Integration Agreements (DBIAs) with the Inpatient Medications, Nursing, Registration, and CPRS packages.

For detailed information about these DBIAs, use the *DBA* [DBA] option and the *Integration Agreement Menu* [DBA IA ISC] in FORUM.

Glossary

Learning BCMA V. 2.0 Lingo

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this guide.

Example: Alphabetical Listing of BCMA V. 2.0 Acronyms and Terms

ACRONYM/TERM	DEFINITION
Archive	To transfer files from a computer onto long-term storage.
CHUI	Character-based User Interface.
Client	An architecture in which one computer can get information from another. The Client is the computer that asks for access to data, software, or services.
CPRS	Computerized Patient Record System. A VISTA software application that allows users to enter patient orders into different packages from a single application. All pending orders that appear in the Unit Dose and IV packages are initially entered through the CPRS package. Clinicians, managers, quality assurance staff, and researchers use this integrated record system.
Data Dictionary	Also called "DD," the dictionary that contains file attributes.
DBIA	Database Integration Agreement. A formal understanding between two or more application packages which describes how data is shared or how packages interact. This Agreement maintains information between package Developers, allowing the use of internal entry points or other package-specific features.
FileMan	The VISTA database management system.
GUI	Graphical User Interface. The type of interface chosen for BCMA V. 2.0.
IV	A medication given intravenously (within a vein) to a patient from an IV bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
Journaling	A record of changes made in files and messages transmitted. It is quite useful when recovering previous versions of a file before updates were made, or to reconstruct updates if an updated file gets damaged.
MAH	Medication Administration History. A patient report that lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.

Glossary

Learning BCMA V. 2.0 Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this guide.

Example: Alphabetical Listing of BCMA V. 2.0 Acronyms and Terms

ACRONYM/TERM	DEFINITION
MAR	Medication Administration Record. The traditional, handwritten record used for noting when a patient received a medication. BCMA V. 2.0 replaces this record with an MAH.
NOW Order	A medication order given ASAP to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
PSB CPRS MED BUTTON	The name of the security “key” that must be assigned to nurses who document verbal- and phone-type STAT and NOW (One-Time) medication orders using the CPRS Med Order Button on the BCMA VDL.
PSB INSTRUCTOR	The name of the security “key” that must be assigned to nursing instructors, supervising nursing students, so they can access user options within BCMA V. 2.0.
PSB MANAGER	The name of the security “key” that must be assigned to managers so they can access the PSB Manager options within BCMA V. 2.0.
PSB STUDENT	The name of the security “key” that must be assigned to student nurses so they can access user options within BCMA V.2.0. This key also requires that a nurse sign on to BCMA V.2.0.
Purge	To delete a set of data, and all references to the data.
RPC	Remote Procedure Call. A procedure stored on the VISTA Server, which is executed to return data to the Client.
RPC Broker	A Client/Server System within the VA’s Veterans Health Information Systems and Technology Architecture (VISTA) environment. It enables client applications to communicate and exchange data with M Servers.
Security Keys	Used to access specific options within BCMA V. 2.0 that are otherwise “locked” without the security key. Only users designated as “Holders” may access these options.
Server	An architecture in which one computer can get information from another. The Server, which can be anything from a personal computer to a mainframe, supplies the requested data or services to the Client.

Glossary

Learning BCMA V. 2.0 Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this guide.

Example: Alphabetical Listing of BCMA V. 2.0 Acronyms and Terms

ACRONYM/TERM	DEFINITION
STAT Order	A medication order given immediately to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
VDL	Virtual Due List. An on-line “list” used by clinicians when administering active medication orders (i.e., Unit Dose, IV Push, IV Piggyback, and large-volume IVs) to a patient. This is the Main Screen in BCMA V. 2.0. Note: This is called BCMA VDL in this guide to eliminate confusion with the VISTA Documentation Library (VDL) also mentioned in this guide.
VISTA	Veterans Health Information Systems and Technology Architecture.
Ward Stock	Unit Dose and IV medications that are “stocked” on an ongoing basis on wards and patient care areas. They are packaged in a ready-to-use form or compounded by the medication administrator.